

**ADMINISTRATIVE-INTERNAL USE ONLY**

17 August 1973

MEMORANDUM FOR: Chief, Records Center  
SUBJECT : Productivity Measurements

Fred,

1. The Records Center activity looks as though it might be the easiest one to measure in terms of productivity standards. You have "x" number of references, accessions, and dispositions and "y" number of people working in each of those functional activities. We can divide "x" by "y" quite readily and ascertain what our actual productivity measurement is. Based on an historical record going back over the last couple of years we can probably arrive at some productivity goal which represents the historical achievement.
2. In addition we can derive a curve which shows us the cost per activity. This can be done by assigning to the Records Center a share of the total fixed costs of operating the two buildings plus personnel salaries charged to the Records Center, supplies and other operating expenses and charting this against the activity level. This should give us some sort of hyperbolic or parabolic curve which would reflect the cost per activity. We can then vary that curve by varying the number of personnel assigned to the Records Center, which in turn varies the fixed cost, and determine what is our most cost effective TO for the Records Center at given levels of activity.
3. Would you please put together some charts along these lines and have them available when we hold our discussion on Records Center functions on 14 September.

(S/)

Special Assistant for Information Control

STATINTL

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